Notification.

Training of Pupil Compounders.

Applications from women candidates in the annexed form to enable to undergo training in Compounding, will be received in the Office of the Senior Surgeon in Mysore, Bangalore, not later than the 20th June 1952.

2. Candidates belonging to all communities will be admitted for the training.

3. Selected candidates will receive training in the following institutions:—

1. Vani Vilas Hospital, Bangalore.
2. Cheluvamba Hospital, Mysore.
3. Maternity Hospital, Kolar Gold Field.
4. Maternity Hospital, Chikmagalur.
5. McGann Hopital, Shimoga.
6. Sri Chamarajendra Hospital, Hassan.
7. District Hospital, Chitaldrug.
8. Narasimharaja Hospital, Kolar.
9. General Hospital, Tumkur.
10. District Hospital, Mandya.

4. Applicants must be natives of Mysore and must have passed at least the English Lower Secondary or any other equivalent examination.

5. Applications received without the certificates referred to under column 7 of the application form will not be considered.

6. No scholarships are granted for the training.

7. The training extends over a period of 12 months and an examination will be held at the end of this period.

8. Candidates, who have been declared to have passed the examination will be awarded the diplomas and will be eligible for appointment as Compounders in the Mysore State on the sanctioned scale of pay.

9. Further particulars and application forms can be had in person or on application with a postal stamp or Re. 0-2-0 or a self-addressed stamped cover, in the Office of the undersigned.

V. LAKSHMANA RAO PADKE,
Senior Surgeon.

1682

ANNEXURE.

MYSORE MEDICAL DEPARTMENT.

Form of Application for Admission to the Training Class for Compounders.

1	Name in full	.....
2	Approximate date of birth	.....
3	Caste, Sect, etc.	.....
4	Place of birth	.....
5	(a) Residence and address	.....
	(b) Place where the appplicant wishes to undergo training.	.....
6	Educational qualification, such as examinations passed.	.....
7	Certificates attached—	
	(1) Certificate of having passed the English Lower Secondary examination or any other higher examination.	.....
	(2) Certificate of physical fitness and vaccination from a Registered Medical Practitioner of Mysore.	.....
	(3) Certificate of character not more than ten months old on the date of application signed by the Head Master of the School last attended by the applicant.	.....
	(4) Certificate that the applicant is a Mysorean by birth or domicile.	.....
8	Other particulars, if any, the applicant may wish to state.	.....

Station .....
Dated .....195 .

Signature of the Applicant.

OFFICE OF THE COMMISSIONER OF LABOUR, IN MYSORE, No. 5 INFANTRY ROAD, BANGALORE,

Notification dated 23rd April 1952.

No A5 C. 132 P.R.—41-52-53. I, the Commissioner of Labour and certifying officer, write to bring to the notice of all concerned that the management of the Indian Telephone Industries, Ltd., Bangalore, have proposed to amend the Standing Orders 4 and 14 of the Company.

The settled Standing Orders of the Company, together with the proposed amendments are reproduced below.

The representatives of the employees are hereby requested to submit their objections if any to the same within 15 days from the date of the publication of this notification in the *Mysore Gazette.*

Objections received after the due date will not be recognised.

B. S PUTTASWAMY,
Commissioner of Labour and Certifying Officer.

1473

STANDING ORDERS FOR EMPLOYEES AT THE INDIAN TELEPHONE INDUSTRIES, LTD., DURAVANINAGAR, BANGALORE.

(*Under Section 9 of the Mysore Labour Act, 1942*).

(*These orders shall come into force on.....1950*).

Definitions.—In these orders unless there in anything repugnant in the subject or context.—

(*a*) "Company', means the Indian Telephone Industries, Limited and includes the factory,

(*b*) The "Manager" means the officer for the time being in charge of the Company.

(*c*) The masculine includes the feminine.

(*d*) The singular includes the plural.

(*e*) "Employee" means any person employed to do any skilled or unskilled, manual or clerical work for hire or reward in the factory, as defined in Section 3 (8) of the Mysore Labour Act, 1942, and shall include :—

Permanent, Temporary, Probationers,	Casual, Apprentices and Learners.

A "Permanent" employee is one whose permanent employment has been confirmed, who has completed a probationary period and whose name has been included in the Company's muster roll of permanent employees.

A "Temporary" employee is one who is engaged for work which, in the opinion of the Manager (such opinion being final and conclusive) is not likely to continue for such a long period as to warrant the employment of a permanent employee, who has been given a temporary token, and whose name has been entered in a muster roll of 'temporary" employees.

A "Probationary" employee is one who is Provisionally employed for a period to be specified by the Manager at the time of his employment and at the completion of which period, whose services if found satisfactory, may be confirmed.

A "Casual" employee is one who is engaged on a day-to-day basis on work which is essentially of a casual nature, or which is of a non-recurring or intermittent character.

An "Apprentice" is a learner whose terms and conditions of service are set out in special agreements.

A "Learner" is a trainee for a specific job who is paid nominal wages.

(*f*) The categories of "employees" defined in para (*e*) above be either "daily-rated" or "monthly-rated" A daily-rated employee, as the term implies, is one whose wage is rated per day but payment of whose wages is made once in a month.

A monthly-rated employee, as the term implies, is one whose wage is rated per month and payment of whose wages is made once a month.

Acceptance of standing orders.—All employees engaged in the Company are subject to its conditions of service and in lieu of written contract between the Company and its employees the continuance in the Company's service after the date these orders come into force, will imply the acceptance by the employees of its conditions of service.

(2) *Accidents.*—(*a*) Employees must immediately report any injuries sustained in the course of their employment to their Departmental Head, who shall arrange to send them at once to the Company's Dispensary for necessary treatment.

(*b*) Payment for accident leave will be made in accordance with the provisions of the Workmen's Compensation Act.

3. (*a*) *Attendance Hours of*—The factory will work on any day for such number of hours as the Manager may, from time to time, fix in accordance with the Factories Act, and the periods of work for all classes of employees will be pasted on specified Notice Boards.

3. *Attendance late.*—All employees shall be at the workspot in the factory at the time fixed and notified to them as per Standing Order.

Employees attending late shall be liable to be shut out and treated absent without permission and dealt with as per Stsnding Order Section No. 17.

4. *Collections.*—No person working in the Factory in any capacity whatsoever, has a right or authority to offer, ask for, receive or collect loan, bribe, present, reward, photograph or commission from any other employee or person for any purpose or upon any pretext whatsoever, either on his own behalf or on behalf of any other person or persons

5. *Entry into and departure from factory.*—(*a*) The opening and closing of the factory will be signalled by means of a Whistle, Siren, Bell Gong or a similar device

(*b*) Employees shall enter or leave the premises only by the Gate or Gates notified for that purpose.

(*c*) (i) Every employee will be provided with an identification badge which he shall wear during the working hours of the Company.

(ii) No employee shall be admitted within the Company's premises without the above identification badge.

(iii) On entering or leaving a shop or office, every employee shall clock his card or sign the prescribed Register as the case may be.

(*d*) Any employee who is found to have entered the factory without a ticket, token or badge issued to him by the Time Office will be sent out and will not be entitled to payment for that day.

6. *Female employees.*—Unmarried women and widows without encumbrances only are eligible for employment. Their services are subject to termination when they get married.

This Standing Order, however, will not affect those employees who entered service prior to December 1st 1949.

7. *Holidays-Festival or Commercial.*—Twelve festival or commercial holidays with pay will be allowed to monthly-rated employees only in accordance with the list showing the prescribed festival or commercial holidays which will be posted in each department or the factory.

A notice will be posted in the departments concerned 24 hours previously showing the names and or number of employees required to work on these holidays.

Daily-rated workers in the factory will be allowed these holidays without pay.

8. *Interpretation.*—Subject to the provisions of the Mysore Labour Act, 1942 or any modifications thereof for the time being in force, the decision of the Manager upon the interpretation of the Rules or any question arising out of, or in connection with, or incidental to these Rules shall be final.

9. *Inventions*—(*a*) Any discovery, invention or improvment whatsoever relating to any process or method or any appliance or plant available for manufacture carried on or experimented upon by the Indian Telephone Industries, Ltd., or its licensees or in which the Indian Telephons. Industries, Ltd, has any interest direct or indirect made by an employee while in the service of the Indian Telephone Industries, Ltd, or within one year thereafter, shall forthwith be communicated to it. The employee must furnish, at the request and expense of the Indian Telephone Industries, Ltd., all particulars thereof and if required, but not otherwise, shall apply for all letters Patent and rights in India or elsewhere and give assignments and transfers to the Indian Telephone Industries, Ltd, or its nominees as may be considered necessary.

(*b*) Letters Patent if taken out, shall belong to the Indian Telephone Industries, Ltd., or its nominees and the remuneration (if any) paid to an employee for any such invention shall be at the discretion of the Indian Telephone Industries Ltd., after consideration of each particular case.

10. *Leave of absence.*—(*a*) Any employee who desires to obtain any leave of absence with or without pay, must apply in person not later than his previous working period for which leave is actually required, where the leave is for three days or less; or three days beforehand where the leave exceeds three days. Such applications should be sent through the usual channels to the Head of the Department or any other special officer appointed by the Manager for the purpose, who if exigencies of work allow, and if employee has leave to his credit, may grant him leave.

(*b*) It is the responsibility of the employee in all cases to satisfy himself that his application for leave has been granted before he proceeds on leave. The action of any employee who stays away when leave has been applied for and refused, shall be considered as misconduct, and dealt with account.

(*c*) If the employee stays away when permission to extend the leave originally granted has not been secured by the employee, his action shall be treated as misconduct unless on his return to work he gives a satisfactory explanation to the Head of the Department or such other person as may be appointed for the purpose, for his failure to return to work on the first working day following the period of his original leave.

(*d*) If the leave is required urgently, for instance, in case of sickness or funerals of near relatives, employees may approach the Heads of their Department or any officer appointed for the purpose *direct* who will grant them such leave at their discretion, should the circumstances permit.

(*e*) In such cases, enquiries may be made later regarding the *bona fides* of the application. If, on such enquiry, it is proved that the leave applied for by the employee was not for an emergency as described above, he will be liable to dismissal without notice. His wages for the period of absence shall be liable to be deducted.

(*f*) An employee desiring to be absent in excess of any period granted, should apply to the Company, if possible in person, prior to the expiry of the leave already granted. If for some adequate reasons, permission cannot be personally obtained, the employee shall make an application in writing to the Manager before the expiry of the original period of leave sanctioned, and the Manager shall, on receipt of such application, inform the employee in writing to the address recorded by him whether or not the extension of leave applied for has been sanctioned, and if so, for what period it has been sanctioned. A certificate of posting granted by the Post Office shall be deemed to be sufficient proof of a reply having been sent, provided always the application for the extension of the leave shall be made by the employee in sufficient time under certificate of posting so that a reply may reach the employee before the date of expiry of the period of leave.

(*g*) No employee will be allowed to leave the factory premises during the working hours without a Pass signed by a person authorised by the Manager.

(*h*) Should any employee after clocking his card or signing in Register to be found absent from his proper place of work, during working hours, without permission or sufficient reason, he shall be liable to be treated as absent for such period, and dealt with accordingly.

11. *Leave—Vacation—Casual and Sick.*—(*a*) *Daily-rated employees.*

(i) Ten days vacation leave for each 12 months' service will be availed of by all daily-rated employees (except those necessary for maintenance and other essential work, who however, will be granted their leave at a later date) once in a year when the factory will be closed.

(ii) Ten days casual/sick leave for a year will also be granted at the discretion of the Management to daily-rated employees.

(*b*) *Monthly-rated employees.*

(i) Fifteen days vacation leave for each 12 months of service inclusive of the 10 days when the factory will be closed will be granted to all monthly-rated employees.

(ii) Fifteen days' casual/sick leave for a year will also be granted at the discretion of the Management to all monthly-rated employees.

(*c*) Leave will be granted only at the option and convenience of the Company.

12. *Medical Examination.*—Every employee will be examined by the Company's Medical Officer at the time of recruitment and from time to time, and his report will be binding, as to the employees' fitness or otherwise for employment.

13. *Misconduct—Punishment for*—(*a*) Any employee, who is adjudged by the Manager, after enquiries to be guilty of misconduct may be suspended for a period not exceeding 4 days or dismissed without notice and without any compensation in lieu of notice. The order of suspension shall be in writing and may take effect immediately on communication thereof to the employee. Such order shall set out in detail the alleged misconduct and the employee shall be given an opportunity of explaining the circumstances alleged against him. If on enquiry the order is confirmed or modified, the employee shall be deemed to be absent from duty for the period of suspension and shall not be entitled to any remuneration for such period. If however, the order is rescinded, the employee shall be deemed to be on duty during the full period of suspension, and shall be entitled to the same wages, as he would have received if he had not been suspended.

No order of dismissal shall be made unless the employee concerned is informed in writing of the alleged misconduct and is given an opportunity to explain the circumstances alleged against him.

The employee shall have the liberty to produce at such an enquiry such evidence as he may require relevant to the case, but to avail himself of this privilege, he shall attend before the Management when and where directed to do so. Should the employee decline to attend the enquiry at the time and place appointed, it will proceed without his presence.

All orders of suspension or dismissal shall be made available in writing to the employee concerned, if present, or posted on the Company's Notice Board if absent or if he should for any reason refuse to accept such an order.

(*b*) In particular, without in any way limiting the meaning of the word "Misconduct" such expression shall be deemed to include in these Standing Orders *inter alia* the following acts or omission.

(1) Wilful insubordination or disobedience, whether alone or in combination with another or others to any lawful and reasonable order of a superior.

(2) Striking work either singly or with other employees in contravention of the provisions of the Mysore Labour Act, 1942, and the Rules framed thereunder.

(3) Engaging in any unauthorised trade or business within the factory limits.

(4) Theft, fraud or dishonesty, or wilful damage in connection with the Company's business or property.

(5) Taking or giving bribes or any illegal gratification whatsoever.

(6) Collection of any monies within the factory premises for purposes not sanctioned by the Management.

(7) Distribution or exhibition within the factory premises of any newspapers or bills or pamphlets or posters without the previous sanction of the Manager.

(8) Conduct on the part of the employees which endangers the life or safety of other emplpyees.

(9) Drunkenness, riotous or disorderly behaviour in the factory or any act subversive of discipline or efficiency in the opinion of the Manager.

(10) Holding meeting inside the factory without previously obtaining the sanction of the Manager.

(11) Sleeping while on duty.

(12) Wilful disobedience of any order expressly given or any rule expressly framed for the purpose of securing safety, or wilful removal or disregard of any safety guard or other devices provided for securing safety.

(13) Disclosing to any unauthorised person or persons any information in regard to the working or process of the factory which comes into the possession of the employee during the course of his work.

(14) Wilful negligence or neglect of work.

(15) Habitual breach of any Standing Orders.

(16) Defecating, micturating or expectorating in any place other than those specifically provided for these purposes.

(17) Threatening or intimidating, molesting or assaulting any employee or other employees of the Company within the factory premises.

(18) Smoking within the factory premises, except in places notified by the Management.

(19) Failure to attend work on a holiday when notified to do so.

14. *Other Employment*—No employee while in service is allowed to accept other employment or undertake any contract work either direct or indirect without previous permission from the Manager.

15. *Petitions, submission and investigation of.*—(*a*) All complaints arising out of his employment, including complaints of unfair treatment or wrongful exaction on the part of the Campany or its Agent or Servant, shall be submitted by an employee in writing. The Manager or such other officer or officers as he may appoint on this behalf, shall personally investigate such complaints at such time and place as he may fix, provided however that complaints relating to—

(i) Assault or abuse by any person holding a supervisory position, or

(ii) Refusal of an application for urgent leave, shall be enquired into without avoidable delay by the Manager or such other officer or officers as he may oppoint.

15. (*b*) Employees who wish to submit petitions should deposit them in the Petition Boxes provided for this purpose or deliver them to the officer or officers appointed for this purpose by the Manager.

(*c*) If petitionerr are unable to represent their cases personally they may choose an employee, preferably one from their own department and capable of speaking English to help them.

(*d*) When an employee has appointed a Representative, this representative may be present on all occasions of the enquiry.

(*e*) If a group of employees desire to make a petition, they may do so by nominating not more than three representatives.

(*f*) All petitions must be made within one week of the occasion leading to the petition.

(*g*) Petitions must be couched in temperate language and must be signed or bear the thumb impression of the petitioner. Petitions containing intemperate, offensive or insubordinate language will not be considered or admitted by the Management.

(*h*) In the case of illiterate petitioners, in the presence of the petitioner, his representatives, if any, and one witness (capable of understanding the language used by the petitioner) appointed by the officer or officers deputed by the Manager to investigate petitions, written petitions will be read out and the petitioner will be asked to confirm that the statement truly represents his petition.

(*i*) The witnesses will sign the recorded petition in token that the petitioner has approved it.

(*j*) Whenever possible, the officer or officers investigating the petition will give his/their decision at once but if further investigations are necessary, he/they must postpone it for a period not exceeding one week. If at the following hearing fresh investigations are still found necessary, he/they may again postpone his/their decision, but must record the reason for doing so.

(*k*) The investigating officer's decision will be recorded in writing and then made known to the petitioner.

(*l*) Petitioners have the right to appeal to the Manager against decisions of the Investigating Officer or Officers.

(*m*) Where the complaint alleges unfair treatment or wrongful exaction on the part of the employer of his Agent or Servant, a copy of the order finally made shall be supplied to the complainant if he asks for one.

(*n*) The termination of service by proper notice or payment of wages in lieu of notice is not a punishment and no appeal lies therefrom.

16. *Provident Fund.*—The Company has a Provident Fund Scheme, the rules of which are published separately.

17. *Reprimands.*—(*a*) A reprimand is an admonition given to an employee by an officer of the Company for:

1 Disobedience of orders

2 Neglect of duty, including laziness, inefficiency causing the quality or quantity of goods handled or processed by the employee to be under the quality or quantity expected by the Company.

3 Irregularity in attendance.
4 Absence without permission.
5 Loitering.
6 Failure to observe safety instruction, unauthorised removal of, or damage to, machinery guards and other safety devices.
7 Interference except in the fulfilment of an employee's duty, with Railway lines and points, buildings and other fittings, plants, machineries, tools, implements, stores, materials, machines other than their own, or electrical plant fittings and connections.
8 Acts, or omission which lower the quality of goods manufactured and/or reduce production.
9 Bad time keeping.
10 Misconduct as defined in Standing Order Section No. 12.

Without in any way limiting the meaning of the word "Misconduct" such expression shall be deemed to include in these Standidg Orders *inter alia* other acts or ommissions of the nature of misconduct.

(*b*) All reprimands will be communicated in writing to the employee concerned.

(*c*) An employee is liable to dismissal if he has been reprimanded three times in a year, or once or more during each of three consecutive years.

18. *Posting of Rules.*—A copy of these Orders in English and Kannada will be kept in all Departments and in such other places in the Factory as the Manager may decide and shall be kept in a legible condition; as between the English and Kannada texts of these orders, the English one will prevail in cases of doubt for the purpose of interpretation and application.

19. *Search.*—(*a*) All male employees are liable to be detained and searched on entering or leaving the factory by a Guard and/or such other persons appointed by the Manager for the purpose. All female employees are also liable to be detained by a Guard for search by a female searcher.

(*b*) Search of such persons detained shall be made in presence of another person of the same sex as the employee so detained or searched.

(*c*) All employees carrying tiffin or other receptacles shall have the lids open as they pass the gate.

(*d*) The Company has a right to remove from those searched any articles of the Company's property or such other articles as the Company may consider, may endanger persons or property of the Company.

20. *Service-Certificate of*—(*a*) Every employee other than "Probationers", "Casuals", "Temporary employees" will be entitled to receive a certificate of service at the time of leaving servcie, dismissal or discharge and such a certificate will state the reason for his leaving the Company's service.

(*b*) *Service-termination of—by the Company*—(1) The employment of any permanent monthly-rated employee may be terminated without assigning any reason by giving one month's notice or by payment of wages at the basic rate of pay for a like period in lieu of notice and that of permanent daily-rated employee may be terminated without assigning any reason by giving him 14 days' notice or by payment of wages at the basic rate of wages for a like period in lieu of notice.

(2) The employment of any temporary, daily-rated or monthly-rated, employee or probationary employee, irrespective of the mode of payment of his daily earnings may be terminated by one day's notice or by the payment of wages at the basic rates of pay for a like period in lieu of notice without assigning any reason.

(3) The employment of a casual or temporary employee may be terminated without any notice and without assigning any reason therefor.

(4) The employment of an apprentice may be terminated as provided in his terms of apprenticeship.

(5) Provided always that in case any employee shall misconduct himself or be found guilty of any act or acts described in sub-section (b) of Standing Order No. 17 the Manager may dismiss him summarily and the employee so dismissed shall not be entitled to any notice or wages in lieu of notice.

173 (6) In the case of employees drawing wages on a piece-rate basis, the one day's notice shall be computed on the average daily earnings of such an employee for the days actually worked during the previous wage period.

(7) The reasons for termination of service of any employee shall be recorded by the Manager and shall be communicated to the employee if he so desires at the time of his discharge, unless such communication in the opinion of the Manager may lay the Company and the Manager or the officer signing the communication to legal proceedings at the instance of the employee or otherwise, or unless the reasons for termination of an employee's services are of a confidential nature and cannot be disclosed to the employee.

(8) In the event of a stoppage which might be due to a strike or certain breakdown likely to be of appreciable duration, the Manager shall have the authority to discharge employees by an immediate notice.

(9) In all cases of discharge or dismissal of an employee, he will obtain a Clearance Certificate from the Department or Departments concerned testifying that nothing belonging to the Company is due by him. If the employee fails to return any such property, the cost of such property shall be deducted from his wages, as provided in the Payment of Wages Act.

(10) The services of an employee will ordinarily be terminated on his completing the age of 55.

(*c*) *Service—termination of—by the employee.*—(1) A permanent monthly-rated employee, desirous of leaving the Company's Service shall give one month's notice to the Manager of his intention to do so or forfeit to the Company one month's wages at the basic rate of pay in lieu of notice, and a permanent daily-rated employee, desirous of leaving the Company's service shall give 14 days' notice to the Manager of his intention to do so, or forfeit to the Company 14 days' wages at the basic-rate of wages in lieu of notice.

(2) Any temporary monthly-rated or daily-rated or probationary employee, irrespective of the mode of his monthly or daily earnings, as the case may be, desirous of leaving the Company's service shall give one day's notice of his intention to do so to the Manager, or forfeit to the Company one day's wages at the basic rate of wage in lieu of notice.

(3) The wages due to such employee will, if possible, be paid on the date the notice expires and in any case within two working days after the expiry of such notice.

(4) In all cases of resignations by employees, the concerned employee shall obtain a clearance certificate from the Department or Departments concerned testifying that nothing belonging to the Company is due to him. If the employee fails to return any such property, the cost of such property shall be deducted from his wages as provided in the Payment of Wages Act.

21. *Shift System.*—(*a*) Shift working shall be regulated in accordance with the Factories Act. More than one shift may be worked in a Department or Departments or any section of a Department at the discretion of the Company.

(*b*) If a shift system is being worked in the factory, employees are liable to be transferred from one shift to another.

(*c*) Shift hours and changes therein will be notified on the factory notice boards in accordance with the Factories Act and the Rules thereunder.

22. *Stoppage of the Factory.*—(*a*) The Company may at any time or times in the event of fire, catastrophe, breakdown of machinery or stoppage of power supply, epidemic, civil commotion, shortage of orders, shortage of raw materials, slowing down of work, strikes or other causes whether of like nature or not, beyond the control of the Company, stop any machine or machines, department or departments, wholly or partially, for any period or periods, without notice or without compensation in lieu of notice.

(*b*) In the event of any such stoppage or closure during working hours, the employee affected shall be notified by notices put upon notice boards in the department concerned as soon as practicable, when work will be resumed and whether they are to remain or leave the factory. The period of detention in the factory shall not ordinarily exceed one hour after the commencement of the

stoppage or closure. If the period of detention does not exceed one hour, workers so detained shall not be paid for the period of detention. If the period of detention in the factory exceeds one hour, employees so detained shall be entitled to receive wages for the whole of the time during which they were detained in the factory as a result of the stoppage or closure. In the case of piece-rate employees the average daily earnings for the previous wage period shall be taken to be the daily wages.

(*c*) Any employee paid off, under these circumstances, through no fault of his own, will not be considered as dismissed from service but as temporarily unemployed and will not be entitled to wages during such unemployment. Permanent and Probationary employees paid off, through no fault of their own, will be given prior rights to re-instatement on the resumption of normal work provided they present themselves for work when normal work is resumed.

(*d*) The factory may, in the event of a strike affecting either wholly or partially any one or more departments of the factory close down either wholly or partially, such department or departments, and any of the department or departments affected by such closing down and for any period or periods. The fact of such closure shall be notified by notices put on the notice boards as soon as practicable. The employees concerned will also be notified by a general notice prior to the resumption of work, as to when work will be resumed.

23. *Wages.*—(*a*) Notices specifying the hours and days on which wages will be paid will be posted as required by the Payment of Wages Act.

(*b*) No change in the rate of wages shall be made without 14 days' notice to employees.

(*c*) Any wages due to an employee but not paid on the usual day because it is not claimed, shall be paid by the Company on such "unclaimed wages pay day" in such week or fortnight as may be notified and following the date on which a sanctioned claim was presented by the employee or on his behalf by his legal representatives, provided that such claim is submitted within three years from the date on which the wages become due.

24 *Wages—Deduction from.*—(*a*) The Company will deduct from an employee's wages :

(i) Fines and forfeitures in accordance with the Payment of Wages Act for breach or infringement of any rules or regulations in force from time to time.

(ii) Any sums owing to the Company for amenities or services provided by the Company, provided such deduction has been authorised in writing by the employee concerned or such a deduction has been a customary practice.

(iii) Deductions for damages to or loss of goods.

(iv) Any other deductions not specifically referred to above but authorised by the Payment of Wages Act and the Rules thereunder.

(*b*) If ten or more persons acting in concert and without giving the notice which is required under the terms of their contracts of employment to the Manager, absent themselves from work or being present at the workspot refuse to work, in pursuance of a stay-in-strike or for any other cause, they will at the discretion of the Manager and in accordance with the Payment of Wages Act, be liable to a deduction from their earned wages of an amount not exceeding eight days' earnings in each case.

(*c*) Any dispute or complaint regarding wages shall be brought to the notice of the Manager or any other officer appointed by him, immediately after the receipt by or tender to the complaining employee of the record showing the amount of wages appearing to be payable to him and it shall be the duty of the Manager or officer appointed by him to attend to such complaints expeditiously.

SETTLED EX-PARTE.

STANDING ORDERS AS SETTLED BY ME UNDER SECTION 9 (2) OF THE MYSORE LABOUR ACT, 1942.

Dated the Fourteenth day of July One Thousand Nine Hundred and Fifty.

ZIA MOHAMED BOKHARI,
Assistant Commissioner of Labour,
Bangalore Division, Bangalore.

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AMENDMENTS.

INDIAN TELEPHONE INDUSTRIES LTD., EMPLOYEES' ASSOCIATION, DURAVANINAGAR.

Bangalore,
Dated 4th January 1952.

Subject : Amendment of Standing Orders
Nos : 4 *and* 14.

We agree with the amendment of the present Standing Orders Nos. 4 and 14, as under.

The Standing Orders were settled by the Assistant Commissioner of Labour, Bangalore Division, Bangalore, under the Mysore Labour Act, Section 9 (2) on 14th July 1950.

Standing Order No. 4.—

"No person working in the factory in any capacity whatsoever, has a right or authority to offer, ask for, receive or collect loan, bribe, present, reward, photograph or commission from any other employee or person for any purpose or upon any pretext whatsoever, either on his own behalf or on behalf of any other person or persons, excepting that collections purely for the benefit of the employees, may, however, be exempted from this order by the Manager."

Standing Order No. 14.—

"No employee while in service of the Company is allowed to accept other employment or undertake any work or service, either direct or indirect, honorary or otherwise, without previous written permission from the Manager."

S. RAMALINGAM,
President, Indian Telephone Industries Ltd., Employees' Association., Duravaninagar.

OFFICE OF THE PRINCIPAL, SRI KRISHNARAJENDRA SILVER JUBILEE TECHNOLOGICAL INSTITUTE, BANGALORE.

Notification dated 28th May 1952.

No. A5-1257-A. It is hereby notified for general information that as a transitory measure students who have passed the Final Examination for the Diploma in Textile Technology of Sri Krishnarajendra Silver Jubilee Technological Institute will be eligible for admission to the Final Year Class of the course of studies leading to the Degree of Bachelor of Seience (Textiles).

This provision will be in force for a period of five years from the academic session 1948–49 (*i.e., the session 1952–53 is the last one*).

A student admitted under this transitory provision shall be considered to have completed the Final Year of the course at this Institute, if he has attended not less than half the number of working periods in each of the subjects comprising this course during the year and his conduct and progress have been satisfactory.

Candidates seeking admission to the Final Year Class under this transitory provision for the session 1952-53 must submit their applications so as to reach the Office of the Principal not later than 15th June 1952. Details regarding the year of passing the Final Examination for the Diploma with their Register Numbers should be furnished. Every application for admission shall be accompanied by a non-refundable fee of Re. 1 (Rupee one only), without which no application will be registered. In case a candidate is selected for admission, he must join the Institute not later than 7th July 1952. The tuition fee per session for this course will be Rs. 150 for Mysoreans, candidates from Coorg, Travancore-Cochin, Kashmir and Uttar Pradesh, and Rs. 300 for others.

No reply will be given to correspondence in this connection unless accompanied by adequate stamps to cover postage.

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Notification dated 28th May 1952.

No. A5-1257. It is hereby notified for general information that the students who have passed the Final Examination for the (existing) Certificate Course in Textile Technology of this Institute will be permitted to join the